

## Descriptive Metadata Guidelines for Digital Collections IUPUI University Library

These guidelines draw upon three major content standards (RDA, DCRM(G), DACS) and are to be applied to any collection added to the IUPUI Digital Collections in CONTENTdm. They contain a summary chart that lists elements in the IUPUI University Library Digital Collections, the corresponding Dublin Core Element, a brief definition and whether or not the element is required in all collections. In addition, a more comprehensive definition of each field is provided along with instructions on how to use it, and examples.

The guidelines conform to OCLC's Best Practices for CONTENTdm and other OAI-PMH compliant repositories. DPLA rights statements guidelines are also followed.

UL Field Name	Maps to Dublin Core Element/Term	Definition	Required
Title	Title*	Name of the resource	Yes
Uniform Title / Serial Title	Title-Alternative*	Alternative name of the resource	Yes, if applicable
Creator	Creator*	Entity responsible for the creation of the resource	Yes, if available
Contributor	Contributors*	Entity that contributed to the intellectual or artistic content of the resource	Yes, if available
Publisher	Publisher*	Publisher of the resource	Yes, if applicable
Date	Date-Created*	Date of the creation of the resource	Yes, if available
Approximate Date	None	Approximate date of the creation of the resource	No
Physical Description	Format-Extent*	Extent and physical nature of the resource	Yes
Note	Description*	Information relevant to the resource	No
Funding	Contributors*	Grant and funding agency information	Yes, if applicable
Description	Description*	Brief account of the content of the resource	Yes, if applicable
Standardized Rights Statement	Rights*	Information about the rights held in and over the resource	Yes
Usage Rights	Rights-AccessRights	Local statement describing usage rights	Yes
Language	Language*	Language of the resource	Yes, if applicable
Owning Institution/Provenance	Provenance*	Person or institution that owns the physical resource	Yes
Time Period	Coverage-Temporal*	Time period covered by the resource	No
Subject	Subject*	Topic of the resource	Yes
Genre	Format-Medium*	Genre of the resource	Yes
Type	Type*	Nature of the content of the resource	Yes
Geographic Location	Coverage-Spatial*	Location depicted in the resource	Yes, if applicable
Source Collection	Source	Larger physical collection of which resource is a part	Yes, if applicable
Digital Publisher	Audience-Mediator*	Institution that manages the digital resource	Yes, if UL is not Owning Institution
Digital Collection	Relation-IsPartOf*	Larger digital collection of which resource is a part	Yes
Item ID	Identifier	Unique reference to the resource	Yes

Digital Date	Date-Available	Date of digital availability of the resource	Yes
Digital Specifications	Format	Digital manifestation of the resource	Yes, if available
Have Questions?	None	Email address for questions about the resource	No

*\*Elements which will be harvested for DPLA*

Title	
<b>UL Field Name:</b> Title	<b>DC Mapping:</b> Title
<b>Required:</b> Yes	<b>Repeatable:</b> No
<b>Rules/Standards:</b> RDA 6.2.1.7 Alternative; RDA 2.3.2.11; RDA A.4	
<p><b>Definition:</b> Name by which the resource is formally known. The title may be a name given to the resource by the creator or publisher.</p> <p><b>Instructions:</b> Transcribe the title as it appears on the resource.</p> <p>Omit any initial articles, including as part of a transcribed title, unless it forms part of the name of a person or place (e.g., Los Angeles street map).</p> <p>If the resource does not have a title, record a devised title that accurately describes the principal subject of the resource (e.g. names of persons, corporate bodies, objects, activities, events, geographical area), indicate the nature of the resource (e.g., map, literary manuscript, diary, advertisement) or a combination of the two.</p> <p>Do not use quotation marks or square brackets around the title. Capitalize the first word in a title and all proper nouns unless it is a publication. Publication titles can use title case.</p> <p><b>Examples of supplied titles:</b></p> <p><b>Individuals in photographs</b> Include names of individuals if they can be identified in photographs and/or other visual materials: Susan Smith at a local market</p> <p>When individuals depicted in visual materials cannot be identified, describe the activity and context of the image: Two women standing outside of the Indianapolis Museum of Art</p> <p>Include individual's position if considered relevant for identification (e.g. faculty members, department chairs, trustees, etc.) after their names: Pamela Napier, Professor of Visual Arts</p> <p>Record the title of administrators or elected officials followed by their names: Chancellor Nasser Paydar at the 2016 Faculty Orientation</p> <p><b>Events</b> Include the date at the end of a title for an event that occurs regularly (e.g. commencement, homecoming): Commencement Ceremony, 2015</p>	

**Correspondence**

Include the name of the creator (sender), form of correspondence (e.g. letter, email, petition, postcard), recipient, and date of creation, if known:

- Jacob Smith letter to Matthew Brown, April 11, 1996
- Sam postcard to unknown recipient, November 16, 2016

**Examples of transcribed titles:**

- Little orphan Annie
- Tourist's pocket map of the state of Indiana
- 12 ways to get to 11

**Uniform Title / Serial Title****UL Field Name:** Uniform Title / Serial Title**DC Mapping:** Title-Alternative**Required:** Yes, if applicable**Repeatable:** No**Rules/Standards:** RDA 2.3.6.1**Definition:**

Alternative name of the resource

**Instructions:**

Include titles that appear in the resource itself, titles associated with the resource through reference sources, or others. Correct titles that appear in an incorrect form. Capitalize titles using title case.

Include serial title without volume or number information.

**Examples:**

- Indianapolis Peace & Justice Journal
- Indianapolis News

**Creator****UL Field Name:** Creator**DC Mapping:** Creator**Required:** Yes, if available**Repeatable:** Yes**Rules/Standards:** DACS 2.6**Controlled Vocabularies:** LCNAF, ULAN**Definition:**

The person, family or corporate body responsible for the intellectual or artistic content of the resource.

**Instructions:**

When including names of people, corporate bodies, or events consult the Library of Congress Name Authority File ([LCNAF](#)), [Classification Web](#), or the Virtual International Authority File ([VIAF](#)) for

Authorized Name Headings. For artists, also search in the Union List of Artist Names ([ULAN](#)). If an Authorized Name Heading is not found, create the name based on current cataloging standards. Do not include period as end of field punctuation.

For multiple creators, list all their names in the Creator field separated by semicolon and single space. Do not include the role played in the creation of the resource.

**Examples:**

- Riley, James Whitcomb, 1849-1916
- Toulouse-Lautrec, Henri de, 1864-1901
- Indiana State Library
- United States. Army. Indiana Infantry Regiment, 9th (1861-1865)
- Walt Disney Company; Clinton, Bill, 1946-; Chesney, Kenny

**Additional Creator Fields:**

Fields denoting the creator’s role are supplied for some collections and they follow the same guidelines outlined for Creators.

Creator roles represented in our CONTENTdm instance:

- Artist
- Author
- Costume Designer
- Director
- Lyrics By
- Message Sender
- Music By
- Organization
- Original Creator
- Photographer
- Playwright
- Poster Designer
- Producer
- Set Designer
- Sender

Contributor	
<b>UL Field Name:</b> Contributor	<b>DC Mapping:</b> Contributor
<b>Required:</b> Yes, if available	<b>Repeatable:</b> Yes
<b>Rules/Standards:</b> RDA 20.2	<b>Controlled Vocabularies:</b> LCNAF, ULAN
<p><b>Definition:</b> The person, family or corporate body who contributed to the intellectual or artistic content of the resource.</p>	

**Instructions:**

For multiple contributors, list all their names in the Contributor field separated by semicolon and single space. Do not include the specific role played by the contributor.

Contributor roles represented in our CONTENTdm instance:

Cast  
Donor  
Sponsor

**Publisher**

**UL Field Name:** Publisher

**DC Mapping:** Publisher

**Required:** Yes, if applicable

**Repeatable:** No

**Rules/Standards:** RDA 2.7-RDA 2.10

**Controlled Vocabulary:** LCNAF

**Definition:**

Publisher of the resource.

**Instructions:**

Enter name of publisher if one appears on the resource. When including corporate names, consult the Library of Congress Name Authority File ([LCNAF](#)), [Classification Web](#), or the Virtual International Authority File ([VIAF](#)) for Authorized Name Headings. If an Authorized Name Heading is not found, record the name as it appears on the resource. Do not include period as end of field punctuation.

If publisher is unknown, include either the name of the printer, distributor or manufacturer, if available.

**Date**

**UL Field Name:** Date

**DC Mapping:** Date-Created

**Required:** Yes, if available

**Repeatable:** No

**Rules/Standards:** RDA, W3C-DTF, OCLC OAI-PMH Best Practices

**Definition:**

Date of the creation or publication of the resource.

**Instructions:**

Record dates using the [ISO 8601/W3CDTF](#) format. Use a single hyphen to separate the year, month, and day components. If no date is known, leave the field blank.

**Examples:**

2016-08-01

<p><i>Known year, month, day</i></p> <p>2015-07 <i>Known year, month</i></p> <p>2006 <i>Known year</i></p>
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Approximate Date	
<b>UL Field Name:</b> Approximate Date	<b>DC Mapping:</b> None
<b>Required:</b> No	<b>Repeatable:</b> No
<b>Rules/Standards:</b> RDA 1.9.2 (adapted)	
<p><b>Definition:</b> Approximate date of the creation or publication of the resource.</p> <p><b>Instructions:</b> Use this field to record approximate dates, if known. Do not include square brackets.</p> <p><b>Example:</b>            1992 or 1993  <i>Either one of two consecutive years</i></p> <p>1998  <i>Probable year</i></p> <p>between 1960 and 1975  <i>Probable range of years</i></p> <p>between August 1, 2013 and April 11, 2016  <i>Earliest and latest possible dates</i></p> <p>not before 1959  <i>Earliest possible date known</i></p> <p>not after March 11, 2013  <i>Latest possible date known</i></p>	

Physical Description	
<b>UL Field Name:</b> Physical Description	<b>DC Mapping:</b> Format-Extent
<b>Required:</b> Yes	<b>Repeatable:</b> No

**Rules/Standards:** RDA 3.3-3.5, RDA 7.15-7.22, DCRM(G) 5C, 5E

**Definition:**

Extent and physical nature of the resource.

**Instructions:**

Record the extent by giving the number of units and type of unit. Use the terms from the RDA Carrier Type to record the type of unit (RDA 3.3) and/or the RDA Extent Vocabulary for Cartographic Resources (RDA 3.4.2), Notated Music (3.4.3), Still Image (3.4.4), Text (3.4.5), and Three-Dimensional Form (3.4.6). These terms refer only to the physical object. Terms that describe the resource in terms of its format or intellectual nature should be included in the Genre field.

Use this element to record any other physical characteristics of the resource such as medium and photographic form (e.g. print, transparency). ([DCRM\(G\), Section 5C](#))

Use RDA guidelines to record dimensions (RDA 3.5), color (7.17) and illustrative content (RDA 7.15). Record dimensions of the original resource in terms of height x width and round them up to the nearest cm. Precede dimensions with a semicolon. When recording color content, use the terms *color* or *black & white*.

Record the scale (RDA 7.25) and dimensions (RDA 3.5.2) for maps and other cartographic materials. Precede the scale with a colon and dimensions with a semicolon.

For audio and video resources, record the duration in minutes or hours, as appropriate. (RDA 7.22)

For resources with either accompanying materials (e.g. an envelope) or materials attached to them (e.g. handwritten note, fabric samples, etc.), provide the number of units and the type of material at the end of the physical description element. Use a plus sign (+) before entering the description of the accompanying material. ([DCRM\(G\), Section 5E](#))

**Examples:**

- 1 postcard : color ; 5 x 7 cm
- 1 print : color lithograph ; 15 x 24 cm
- 1 volume (48 pages) : color illustrations
- 4 drawings : watercolors
- 2 sheets (3 pages) + 1 envelope
- 1 drawing : color + 4 cloth samples
- 3 streaming video files (1:15:05 hr.; 48:52 min.; 1:10:05 hr.)
- 1 volume : color illustrations ; 24 cm + 1 map (color ; 64 x 38 cm)
- 1 negative : black & white
- 1 press release
- 1 letter
- 1 program : color
- 1 poster : black & white ; 30 x 60 cm
- 1 clipping
- 9 photographs on 1 sheet : black & white
- 1 invitation

Note	
<b>UL Field Name:</b> Note	<b>DC Mapping:</b> Description
<b>Required:</b> No	<b>Repeatable:</b> Yes
<b>Rules/Standards:</b> RDA 1.7	
<p><b>Definition:</b> Information relevant to the resource.</p> <p><b>Instructions:</b> Use to add information relevant to the resource. Transcribe any written text found on the resource and specify where it is located. Record “[...]” in place of ineligible word(s).</p> <p>Provide corrections for any inaccuracies present on the resource if you think it would be helpful to the user. Include the corrected word(s) in square brackets.</p> <p><b>Examples:</b>  Handwritten on verso: Summer, 1997  Written on verso: At the beach in [...] with the girls  Handwritten notation on front of photo: With grateful esteem, your old Hoosier friend - James Whitcomb Riley. On photo border: W.H. Potter, Indianapolis.</p>	

Funding	
<b>UL Field Name:</b> Funding	<b>DC Mapping:</b> Contributor
<b>Required:</b> Yes, if applicable	<b>Repeatable:</b> No
<b>Rules/Standards:</b> Local Practice	
<p><b>Definition:</b> The grant and/or funding institution.</p> <p><b>Instructions:</b> Precede the funding information with the phrase “Funding provided by”</p> <p><b>Examples:</b>  Funding provided by an Institute of Museum and Library Services grant, administered by the Indiana State Library   Funding provided by The Library Fund, a fund of the Indianapolis Foundation</p>	

Description	
<b>UL Field Name:</b> Description	<b>DC Mapping:</b> Description
<b>Required:</b> Yes, if applicable	<b>Repeatable:</b> No
<b>Rules/Standards:</b> RDA 7.10	
<p><b>Definition:</b> Brief account of the content of the resource. The description may include but is not limited to an abstract, table of contents, reference to a graphical representation of content, or a free-text account of the content.</p> <p><b>Instructions:</b> Enter information related to the nature, scope, or artistic form of the resource. If using information from another source, include it at the end of the field.</p> <p><b>Examples:</b> The study examines the benefits of using keywords to provide access to museum collections.-- Museum web. An illustrated collection of Indiana’s native plants.</p>	

Standardized Rights Statement	
<b>UL Field Name:</b> Standardized Rights Statement	<b>DC Mapping:</b> Rights
<b>Required:</b> Yes	<b>Repeatable:</b> No
<b>Rules/Standards:</b> DPLA Rights Guidelines	
<p><b>Definition:</b> Information about rights held in and over the resource.</p> <p><b>Instructions:</b> Enter only the URI pointing to the standardized rights statement from <a href="http://rightsstatements.org">rightsstatements.org</a>.</p> <p><b>Examples:</b> <a href="http://rightsstatements.org/vocab/InC-EDU/1.0/">http://rightsstatements.org/vocab/InC-EDU/1.0/</a> [In Copyright – Educational Use Permitted]  <a href="http://rightsstatements.org/page/InC/1.0/">http://rightsstatements.org/page/InC/1.0/</a> [In Copyright]</p>	

Usage Rights	
<b>UL Field Name:</b> Usage Rights	<b>DC Mapping:</b> Rights-AccessRights
<b>Required:</b> Yes	<b>Repeatable:</b> No

<b>Rules/Standards:</b> Local Practice
<p><b>Definition:</b> Local statement describing usage rights.</p> <p><b>Instructions:</b> Enter a local textual statement as outlined on the Rights Statement Metadata Principles document.</p> <p><b>Example:</b> Copyright Crispus Attucks Museum. Copyright permissions granted for educational use by Crispus Attucks Museum [In Copyright – Educational Use Permitted]</p> <p>Copyright Trustees of Indiana University [In Copyright]</p>

<b>Language</b>	
<b>UL Field Name:</b> Language	<b>DC Mapping:</b> Language
<b>Required:</b> Yes, if applicable	<b>Repeatable:</b> Yes
<b>Rules/Standards:</b> ISO 639-3, OCLC OAI-PMH Best Practices	
<p><b>Definition:</b> Language of the resource.</p> <p><b>Instructions:</b> If a resource includes text, enter the three-letter code for the language(s) as they appear in the ISO 639-3 shared vocabulary in CONTENTdm. For a complete list of language codes, consult the <a href="#">ISO 639 Code Tables</a>. Separate multiple language codes with a semicolon.</p> <p><b>Example:</b> eng; spa</p>	

<b>Owning Institution/Provenance</b>	
<b>UL Field Name:</b> Owning Institution/Provenance	<b>DC Mapping:</b> Provenance
<b>Required:</b> Yes	<b>Repeatable:</b> No
<b>Rules/Standards:</b> Local Practice	<b>Controlled Vocabulary:</b> LCNAF
<p><b>Definition:</b> Person or institution/organization that owns the physical resource.</p>	

**Instructions:**

Enter the personal name or corporate name of the institution/organization that owns the physical item that has been digitized. Consult the Library of Congress Name Authority File ([LCNAF](#)), [Classification Web](#), or the Virtual International Authority File ([VIAF](#)) for Authorized Corporate and Name Headings.

**Examples:**

Conner Prairie (Museum)  
IUPUI (Campus). University Library. Special Collections and Archives

Time Period	
<b>UL Field Name:</b> Time Period	<b>DC Mapping:</b> Coverage-Temporal
<b>Required:</b> No	<b>Repeatable:</b> Yes
<b>Rules/Standards:</b> OCLC OAI-PMH Best Practices	<b>Controlled Vocabulary:</b> LCSH
<p><b>Definition:</b> Time period covered or represented by the resource. A range of dates which is addressed by the resource.</p> <p><b>Instructions:</b> Use this field to document the time period covered by the content of the resource. Record date ranges for each decade (e.g. 1900-1909). If more than one decade is represented by the resource, record multiple decades separated by a semicolon and single space.</p> <p><b>Examples:</b> 1980-1989 <i>Photograph taken in 1981</i></p> <p>1990-1999; 2000-2009 <i>Resource containing photographs taken between 1995 and 2006</i></p>	

Subject	
<b>UL Field Name:</b> Subject	<b>DC Mapping:</b> Subject
<b>Required:</b> Yes	<b>Repeatable:</b> Yes
<b>Rules/Standards:</b> DACS, RDA	<b>Controlled Vocabularies:</b> LCSH, LCNAF, AAT, TGM, ULAN
<p><b>Definition:</b> The topic of the content of the resource.</p> <p>Typically, a subject will be expressed as keywords, key phrases or classification codes that describe the topic of the resource. Recommended best practice is to select a value from a controlled vocabulary or formal classification scheme. Generally, this field will contain terms that describe what is depicted in</p>	

an image, or terms that describe what a text is about. May also include terms for significantly associated people, places, groups, events, etc.

**Instructions:**

If including names of people, places, groups, or events, consult the Library of Congress Name Authority File (LCNAF) or Uniform List of Artist Names (ULAN) for Authorized Headings.

If an Authorized Heading is not found, create the name based on current cataloging standards. Do not include end of field punctuation.

If using two different thesauri or controlled vocabularies, it is acceptable to combine the vocabularies in one subject field.

Separate headings and subheadings with [space]--[space] and multiple headings with a semicolon [space].

**Example:**

Women’s rights -- Indiana; Women -- Suffrage -- United States

Genre	
<b>UL Field Name:</b> Genre	<b>DC Mapping:</b> Format-Medium
<b>Required:</b> Yes	<b>Repeatable:</b> Yes
<b>Rules/Standards:</b> Local Practice	<b>Controlled Vocabularies:</b> TGM, AAT, RBMS
<p><b>Definition:</b> Indicates the form, genre, and/or physical characteristics of the resource.</p> <p><b>Instructions:</b> Record the genre of the resource including intellectual or literary genres and physical formats. Follow the capitalization conventions for the vocabulary used. For multiple genre terms, separate them with a semicolon and single space.</p> <p>Controlled vocabularies for genre terms: <a href="#">Thesaurus for Graphic Materials (TGM)</a> <a href="#">Art &amp; Architecture Thesaurus (AAT)</a> <a href="#">RBMS Genre Vocabulary</a></p> <p><b>Examples:</b> Photographs; Contact sheets Correspondence graphic novels Contact prints Posters press releases</p>	

Type	
<b>UL Field Name:</b> Type	<b>DC Mapping:</b> Type
<b>Required:</b> Yes	<b>Repeatable:</b> Yes
<b>Rules/Standards:</b> None	<b>Controlled Vocabulary:</b> DCMI
<p><b>Definition:</b> Type of resource being described. It includes terms describing general categories, functions, or aggregation levels for content.</p> <p><b>Instructions:</b> Select at least one term from the following DCMI Type Vocabulary. Separate multiple values in one field with a semicolon.</p> <p><b>Collection:</b> group of things, could be a mixture of these examples  <b>Dataset:</b> statistical data files, CD-ROMs of data, databases  <b>Event:</b> gallery openings, symposiums, parades  <b>Still Image:</b> photographs, paintings, drawings, graphic designs, plans and maps  <b>Interactive Resource:</b> video games, virtual exhibits  <b>Moving Image:</b> animations, movies, television programs, video  <b>Physical Object:</b> museum pieces, architectural structures, monuments  <b>Service:</b> systems that provide function for the end user, such as e-commerce order fulfillment  <b>Software:</b> application software such as presentation viewers, word processors  <b>Sound:</b> sound recordings  <b>Text:</b> scrapbooks, diaries, poems, home pages, manuscripts, music, scores; Note that page images are text</p> <p><b>Examples:</b> Still Image; Text Sound</p>	

Geographic Location	
<b>UL Field Name:</b> Geographic Location	<b>DC Mapping:</b> Coverage-Spatial
<b>Required:</b> Yes, if applicable	<b>Repeatable:</b> Yes
<b>Guideline:</b> DPLA Geographic and Temporal	<b>Controlled Vocabulary:</b> GeoNames
<p><b>Definition:</b> Location depicted or referenced in the resource.</p> <p><b>Instructions:</b> The location depicted or referenced by the resource should be recorded in the Geographic Location field even if it is applied as a subdivision to subject headings.</p> <p>Geographic locations should be recorded from specific location to a broad location as appropriate to the collection. Place names should be separated by commas. Precede a URI with a comma and add a</p>	

terminating slash at the end. Use semicolons to separate different geospatial entities in the same field.

If a geographic location is not in the GeoNames shared vocabulary in CONTENTdm, consult [www.geonames.org](http://www.geonames.org) to determine if there is an established URL for said location. Follow “Instructions for Assigning Geospatial Metadata Using GeoNames” from Mountain West Digital Library to construct values.

**Examples:**

Noblesville, Hamilton County, Indiana, United States, <http://sws.geonames.org/4924198/>

Broad Ripple, Marion County, Indiana, United States, <http://sws.geonames.org/4254957/>, 39.86671, -86.14165; Bloomington, Monroe County, Indiana, United States, <http://sws.geonames.org/4254679/>, 39.16533, -86.52639

129 E. Ohio St., Indianapolis, Marion County, Indiana, United States

Source Collection	
<b>UL Field Name:</b> Source Collection	<b>DC Mapping:</b> Source
<b>Required:</b> Yes, if applicable	<b>Repeatable:</b> Yes
<b>Rules/Standards:</b> OCLC OAI-PMH Best Practices	
<p><b>Definition:</b> A related resource from which the described resource is a part.</p> <p><b>Instructions:</b> Enter the name of the collection of which the original physical item is a part.</p> <p><b>Example:</b> American Turners Collection</p>	

Digital Publisher	
<b>UL Field Name:</b> Digital Publisher	<b>DC Mapping:</b> Audience-Mediator
<b>Required:</b> Yes, if UL is not Owning Institution	<b>Repeatable:</b> No
<b>Rules/Standards:</b> Local Practice	<b>Vocabulary:</b> LCNAF
<p><b>Definition:</b> Institution that hosts the digital collection.</p> <p><b>Instructions:</b> Enter the name of the institution hosting the resource.</p>	

**Example:**

IUPUI (Campus). University Library

**Digital Collection**

**UL Field Name:** Digital Collection

**DC Mapping:** Relation-IsPartOf

**Required:** Yes

**Repeatable:** No

**Rules/Standards:** Local Practice

**Definition:**

Larger digital collection of which resource is a part.

**Instructions:**

Enter the name of the collection of which the digital item is a part if different from Source Collection.

**Example:**

Hamilton County in 1900: Through a Young Person's Lens

**Item ID**

**UL Field Name:** Item ID

**DC Mapping:** Identifier

**Required:** Yes

**Repeatable:** No

**Rules/Standards:** Local practice

**Definition:**

Unique reference to the resource. A character string or record number that clearly and uniquely identifies a digital object or resource. The ID element ensures that individual digital objects can be accessed, managed, stored, recalled, and used reliably. This will typically be the file name and should differ from any unique identifier of the original object. The Item ID is automatically generated.

**Instructions:**

If deriving the ID directly from the file name for the item, this field can be automatically generated by CONTENTdm and many other digital content management tools. This auto-generation will occur when the collection is imported into CONTENTdm and the template is applied.

Item IDs are automatically generated from file names at the page level for compound objects. However, a unique identifier must be manually created for compound objects at the item level.

Input the ISSN, ISBN, other international standard numbers, and local naming conventions that describe the original in a field that maps to Identifier.

Digital Date	
<b>UL Field Name:</b> Digital Date	<b>DC Mapping:</b> Date-Available
<b>Required:</b> Yes	<b>Repeatable:</b> No
<b>Rules/Standards:</b> Local Practice	
<p><b>Definition:</b> Date of digital availability of the resource in the content management tool. This date is automatically generated by CONTENTdm during the upload of digital objects to a collection.</p>	

Digital Specifications	
<b>UL Field Name:</b> Digital Specifications	<b>DC Mapping:</b> Format
<b>Required:</b> Yes, if available	<b>Repeatable:</b> No
<b>Rules/Standards:</b> None	<b>Controlled Vocabulary:</b> MIME
<p><b>Definition:</b> The digital manifestation of the resource and how it was created.</p> <p><b>Instructions:</b> Typically includes the file (media) type and size of the resource. It should also record the equipment used to create the digital object. This field may be used to determine the software, hardware or other equipment needed to display or operate the resource.</p> <p>Required elements (information entered by CDS):</p> <ol style="list-style-type: none"> <li>1. Technology used to create digital object</li> <li>2. For archive and display file: Internet Media Type (<a href="#">MIME</a>)</li> <li>3. Quality of master file - for visual resources, characteristics such as bit depth, resolution; for multimedia resources, other indicators of quality, such as 16-bit audio file</li> <li>4. Extent of master file - Pixel dimensions, pagination, spatial resolution, play time, or other measurements of the physical or temporal extent of the digital object.</li> <li>5. Quality of display file</li> <li>6. Extent of display file</li> </ol> <p>Other equipment needed to display or operate the resource such as Adobe Acrobat Reader or Real Player may also be included.</p> <p><b>Examples:</b> Scanner: Konica Minolta PS7000C MKII; Archive file: image/tiff, 600 dpi; Display file: image/jpg 2000, 600 dpi</p> <p>audio/mp4; 16 bit; 10:00</p> <p>text/pdf; 20 pages; PDF reader required for display</p>	

Have Questions?	
<b>UL Field Name:</b> Have Questions?	<b>DC Mapping:</b> None
<b>Required:</b> No	<b>Repeatable:</b> No
<b>Rules/Standards:</b> Local Practice	
<p><b>Definition:</b> Email address of the stakeholder for questions about the resource.</p> <p><b>Instructions:</b> This field should provide the user with the email address of the stakeholder for any questions related to the resource.</p> <p><b>Examples:</b> Contact us: <a href="mailto:digschol@iupui.edu">digschol@iupui.edu</a> Contact us: <a href="mailto:speccoll@iupui.edu">speccoll@iupui.edu</a></p>	